BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re CHRISTOPHER LITTLEWOOD, ) Financial Disclosure Appeal No. FD 19-004
)
Appellant. ) Final Order No.
)

FINAL ORDER

This matter came before the Commission on Ethics, meeting in public session on March 6, 2020, on the timely appeal of Appellant, pursuant to Section 112.3145(8)(g), Florida Statutes, which assesses an automatic fine of $25 per day on a person who fails to timely file a required CE Form 1, Statement of Financial Interests. The Commission may waive the fine in whole or in part for good cause shown, based on "unusual circumstances" surrounding the failure to file by the designated date. There are no matters in dispute. Appellant did not request a hearing before the Commission.

Findings of Fact

1. According to information provided to the Commission, Appellant served as a member of the Florida Coordinating Council for the Deaf and Hard of Hearing, a position requiring the filing of a CE Form 1, Statement of Financial Interests, for the year 2018. In 2019, the designated due date for submitting a 2018 CE Form 1 annual filing was July 1, 2019, with a grace period ending on September 3, 2019.

2. On May 15, 2019, the Commission on Ethics sent Appellant a 2018 CE Form 1. The Form was mailed to Appellant at 12306 91st Terrace, Seminole, Florida.
3. On July 24, 2019, the Commission sent Appellant a Notice of Delinquency by certified mail. This Notice was sent to the same address—12306 91st Terrace, Seminole—and Appellant signed for the mailing on July 26, 2019.

4. On August 20, 2019, the Commission mailed Appellant a postcard intended to remind him of his obligation to file a 2018 CE Form 1. The postcard indicated the date that the grace period would expire. The Commission mailed the postcard to the 12306 91st Terrace address.

5. On August 23, 2019, a Commission staff member left Appellant a voicemail reminding him of his requirement to file the 2018 CE Form 1 and indicating the consequences if he failed to file by the end of the grace period.

6. On September 6, 2019, the Commission sent a courtesy notice to Appellant indicating that fines were beginning to accrue as his 2018 CE Form 1 had not been received. The letter was sent to the same 12306 91st Terrace address.

7. On September 10, 2019, seven days after the expiration of the grace period, Appellant submitted his 2018 CE Form 1. He also emailed Commission staff to indicate he had received the notice of the accruing fine. He stated in the email that he recalled electronically completing the form in early August, as well as his recollection that had until September 30, 2019, to complete it.

8. The total amount of the automatic fine levied against Appellant was $175.

9. Also on September 10, 2019, the Commission received Appellant's appeal of the automatic fine. In the appeal, Appellant stated he thought he had submitted the form in early August, but indicated he had no confirmation to substantiate his claim. He also stated he travels for work and personal reasons in the summer, and did not have time to confirm receipt of the
August filing. Appellant also claimed he thought he had until September 30, 2019, to complete the form, and stated that members of his Council have been given inconsistent advice about whether they are required to complete a financial disclosure.

10. The Commission sent Appellant a Notice of Assessment of his Automatic Fine on January 23, 2020. The Notice was sent to the 12306 91st Terrace address. It indicated the total of Appellant's accrued automatic fine, and included a notice of the right to appeal the fine, stating that the appeal had to be received by the Commission by February 24, 2020, to be considered timely. Included with the mailing was an appeal acknowledgment letter indicating the Commission had already received Appellant's appeal.

Conclusions of Law

11. The Commission has jurisdiction over the subject matter of this proceeding pursuant to Section 112.3145, Florida Statutes.

12. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government.

13. Section 112.3145(8)(g), Florida Statutes, states:

Any reporting person may appeal or dispute a fine, based upon unusual circumstances surrounding the failure to file on the designated due date, and may request and is entitled to a hearing before the commission, which may waive the fine in whole or in part for good cause shown. Any such request must be in writing and received by the commission within 30 days after the notice of payment due is transmitted. In such a case, the reporting person must, within the 30-day period, notify the person designated to review the timeliness of reports in writing of his or her intention to bring the matter before the commission. For purposes of this subparagraph, the term "unusual circumstances" does not include the failure to monitor an e-mail account or failure to receive notice if the person has not notified the commission of a change in his or her e-mail address.
14. Here, Appellant claims he failed to timely file the 2018 CE Form 1 for several reasons. First, he believes he submitted the form in early August. However, records from the Commission on Ethics do not indicate the receipt of Appellant's form until September 10, 2019, and Appellant admits he has no confirmation that the form was sent in August as claimed. Second, Appellant states he was traveling for work and personal reasons during the filing period. However, Appellant's travel, in itself, does not constitute an "unusual circumstance" justifying the waiver of the fine, especially considering that he could have requested an extension of time to file the form once he realized his travels would make it difficult for him to timely file. Third, Appellant states he thought he had until September 30, 2019, to file the form. However, the certified mailing for which Appellant personally signed on July 26, 2019, clearly indicated the grace period would expire on September 3, 2019. Moreover, the Commission sent a postcard and left a voicemail for Appellant prior to the expiration of the grace period informing him of the September 3, 2019, deadline. Finally, Appellant claims members of his Council have received inconsistent advice about whether they are required to file financial disclosure. However, the members of the Council have filed since at least 2014, and a review of the Council's governing statute indicates they qualify as "state officers" required to file a CE Form 1 pursuant to Section 112.3145(1)(c), Florida Statutes. Given the foregoing, Appellant has failed to provide "unusual circumstances" to justify waiving the automatic fine and, therefore, the fine must be affirmed.

Order

Based on the foregoing facts and conclusions of law, the Commission hereby finds that unusual circumstances for failure to file have not been demonstrated. We therefore affirm the assessed fine of $175. The fine shall be paid to the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709, within 30 days of the date this order is rendered, unless other
payment arrangements are made by contacting Kimberly Holmes, Financial Disclosure Coordinator, at the address above or by telephone at (850) 488-7864.

ORDERED by the State of Florida Commission on Ethics meeting in public session on Friday, March 6, 2020.

Date Rendered

Kimberly B. Rezanka
Chair, Florida Commission on Ethics

THIS ORDER CONSTITUTES FINAL AGENCY ACTION. ANY PARTY WHO IS ADVERSELY AFFECTED BY THIS ORDER HAS THE RIGHT TO SEEK JUDICIAL REVIEW UNDER SECTION 120.68, AND SECTION 112.3241, FLORIDA STATUTES, BY FILING A NOTICE OF ADMINISTRATIVE APPEAL PURSUANT TO RULE 9.110 FLORIDA RULES OF APPELLATE PROCEDURE, WITH THE CLERK OF THE COMMISSION ON ETHICS, AT EITHER 325 JOHN KNOX ROAD, BUILDING E, SUITE 200, TALLAHASSEE, FLORIDA 32303 OR P.O. DRAWER 15709, TALLAHASSEE, FLORIDA 32317-5709; AND BY FILING A COPY OF THE NOTICE OF APPEAL ATTACHED TO WHICH IS A CONFORMED COPY OF THE ORDER DESIGNATED IN THE NOTICE OF APPEAL ACCOMPANIED BY THE APPLICABLE FILING FEES WITH THE APPROPRIATE DISTRICT COURT OF APPEAL. THE NOTICE OF ADMINISTRATIVE APPEAL MUST BE FILED WITHIN 30 DAYS OF THE DATE THIS ORDER IS RENDERED.

KBR: gps

Mr. Christopher Littlewood
12306 91st Terrace
Seminole, FL 33772-3216
**STATE OF FLORIDA**
**COMMISSION ON ETHICS**
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303
Telephone: (850) 488-7864
Fax: (850) 488-3077
Email: disclosure@leg.state.fl.us

**APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2018**

**DIRECTIONS:** The information you provide in this form is critical for processing your appeal in a timely manner.

In Part A, please provide current contact information. If your contact information changes while your appeal is being processed, please notify us.

In Part B, please check any boxes that specify the general reason(s) for your appeal.

In Part C, please explain in detail the reason(s) for your appeal. In addition to your written explanation in Part C, you may attach any documents that support your appeal.

**IMPORTANT:** TO PRESERVE YOUR RIGHT TO APPEAL, THIS FORM OR OTHER WRITTEN APPEAL (AND ANY ATTACHMENTS) MUST BE FILED WITH (RECEIVED BY) THE COMMISSION ON ETHICS WITHIN THIRTY (30) DAYS OF THE DATE THE NOTICE OF ASSESSMENT OF AUTOMATIC FINE WAS MAILED TO YOU.

**PLEASE SEND YOUR COMPLETED FORM TO ONE OF THE FOLLOWING:**
Mailing Address: Commission on Ethics
P.O. Drawer 15709
Tallahassee, FL 32317-5709

Physical Address: Commission on Ethics
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303

Fax: (850) 488-3077
Email: disclosure@leg.state.fl.us

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**PART A: YOUR INFORMATION**

Name: Chris Littlewood

Address: 12306 91st Terrace
City: Seminole
State: FL
Zip: 33772

Daytime Tel.: 7279980410
Cell: same

Email: cslittle@gate.net - littlewood.chris@spcollege.edu
Filer ID# (if known):

Public Employer: n/a but FL DOH for FCCDHH

Public Position: Councilmember for FCCDHH

CONTINUED ON REVERSE SIDE
**PART B: GENERAL REASON(S) FOR YOUR APPEAL**

Please choose any/all reasons that apply to your appeal.

I hereby appeal the Notice of Assessment of Automatic Fine on the following basis:

a. [ ] Sickness or injury (Explain in Part C and attach a statement from attending physician, including dates and nature of illness or injury)

b. [ ] Lack of notification – Failure to receive notice (Explain in Part C and provide documentation that supports your assertion that you never received certified mail delinquency notice: for example, incorrect address; misdelivered mail; change in employment; extended absence from home, etc.)

c. [✓] Claim of timely filing of financial disclosure (Explain in Part C and provide copy of certified mail receipt and/or copy of completed form which had been previously filed, along with a sworn notarized statement that you filed prior to the deadline)

d. [ ] Left public position prior to December 31, 2018 (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2018)

e. [✓] Other unusual circumstance (Explain in Part C and provide documentation explaining uncommon, rare, or sudden occurrence that prevented timely filing prior to deadline)

f. [✓] Not required to file (Explain in Part C and provide documentation that supports reason for not required to file)

**PART C: DETAILED EXPLANATION OF YOUR APPEAL**

Please provide a detailed explanation of your appeal, including why each option you selected in Part B is applicable to you. You may use the space provided and/or attach additional pages.

I believe I sent this via email in early August 2019. My mistake was not getting confirmation. I was just a few days late on my second send and would appreciate forgiveness on this matter. I travel for work and personal a lot in the summer. I did not have time apparently to successfully follow up on this.

I have faithfully served on the State Council for the Deaf and Hard of Hearing for more than 8 years.

We have been told inconsistently whether we were required to file this or not. I usually just do it anyway when time permits.

I thought I had until 9/30/2019 to complete.

**OPTIONAL REQUEST FOR HEARING**

[ ] In addition to this written appeal, I specifically request to appear before the Commission in a hearing pursuant to Section 112.3144(8)(f)3 or Section 112.3145(8)(g)3, Florida Statutes. Commission meetings occur in Tallahassee.

**SIGNATURE**

I have received and read the Notice of Assessment of Automatic Fine and its instructions on How to Appeal and I understand my options. I am requesting disposition of this matter as indicated.

9/10/2019

DATE

Christopher S. Littlewood

SIGNATURE
DELINQUENCY NOTICE

TO: State Officers and Specified State Employees

FROM: Charles Christopher Anderson, III, Executive Director

DATE: July 24, 2019

SUBJECT: Financial Disclosure (Form 1, Statement of Financial Interests -- 2018)

Our records show that you were sent a financial disclosure packet and advised of the July 1st deadline for filing Form 1, Statement of Financial Interests, for the year 2018, but that you have not yet filed this disclosure with our office. If you believe that you have filed or that you are not required to file, please contact our office immediately.

For persons who have not filed by July 1st, a grace period is in effect until September 3, 2019 and no action based upon the failure to file by July 1st will be taken against you if you file the statement by September 3rd. If the statement is not filed by September 3rd, a fine of $25 for each day late will be imposed, up to a maximum penalty of $1,500 (60 days late). In addition, pursuant to law, the Commission on Ethics must initiate investigations of delinquent filers in certain circumstances. This can result in your being removed from your public office or employment. See Section 112.3145(9)(c), Florida Statutes, formerly Section 112.3145(8)(c), Florida Statutes.

Enclosed is another copy of the Form 1 for you to complete and return by September 3, 2019. The form lists the public position that requires you to file. Persons serving as of December 31, 2018 are required to file this year. Even if you left the position noted on the form during 2019, you are required to file disclosure for the year 2018 on this form. (If you left your position during 2019, you also may be required to file a Form 1F, Final Statement of Financial Interests, covering a portion of the year 2019--see the instructions on Form 1, page 2.)

Please return the completed form, including signature and date (on page 2), to:

Florida Commission on Ethics,
P.O. Drawer 15709, Tallahassee, FL 32317-5709

or

Scan ONLY as a PDF document (with any attachments) and email to CEForm1@leg.state.fl.us

Instructions for completing this form are attached at pages 3-6 of Form 1. Any questions regarding the instructions on the form should be directed to our office at (850) 488-7864, toll free (800) 262-8824 or by email disclosure@leg.state.fl.us.

ACCOMMODATIONS: Persons with disabilities or handicaps who need assistance or reasonable accommodation to complete this form should contact us at the above address or telephone number. If you are hearing or speech impaired, please contact us by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TTY).
Mail Piece Details

Recipient Address
CHRISTOPHER STEVEN LITTLEWOOD
12306 91ST TER
SEMINOLE, FL 33772-3216

Record / Case Number:
232300

Return Address
STATE OF FLORIDA
COMMISSION ON ETHICS
PO DRAWER 15709
TALLAHASSEE, FL 32317-5709

Entry Point ZIP:
32317

Mail Piece Information

Tracking Number: 92148901066154000140813795
Date Created: 07/23/2019 02:17:04 PM
Mail Class: USPS First Class Mail
Special Services: Certified Mail
Return Receipt Electronic
Memo: --
Created By: Kimberly Holmes - Commission on Ethics

Signature Information

Signed For By: CHRISTOPHER STEVEN L
Signature Status: Available (Click Here)

Having issues viewing the signature file?
Make sure you are using the latest version of Adobe Acrobat Reader

Tracking Information

Mailed, July 23, 2019, 02:17:04 PM, TALLAHASSEE, FL 32317
Pre-Shipment Info Sent To Usps, Usps Awaiting Item, July 23, 2019, 12:00:00 AM
Pre-Shipment Info Sent Usps Awaits Item, July 23, 2019, 01:36:00 PM, TALLAHASSEE, FL 32317

Accepted At Usps Origin Facility, July 24, 2019, 07:27:00 PM, TALLAHASSEE, FL 32317
Origin Acceptance, July 24, 2019, 07:27:00 PM, TALLAHASSEE, FL 32317
Arrived At Usps Regional Origin Facility, July 24, 2019, 08:42:00 PM
Processed Through Usps Facility, July 24, 2019, 08:42:00 PM, TALLAHASSEE, FL 32301
Departed Usps Regional Facility, July 24, 2019, 09:33:00 PM
Depart Usps Facility, July 24, 2019, 09:33:00 PM, TALLAHASSEE, FL 32301
In Transit To Next Facility, July 25, 2019, 12:00:00 AM
Arrived At Usps Regional Destination Facility, July 25, 2019, 07:45:00 PM
Processed Through Usps Facility, July 25, 2019, 07:45:00 PM, SARASOTA, FL 34260
Departed Usps Regional Destination Facility, July 25, 2019, 10:43:00 PM
Processed Through Usps Facility, July 25, 2019, 10:43:00 PM, SARASOTA, FL 34260
Delivered Left With Individual, July 26, 2019, 11:41:00 AM, SEMINOLE, FL 33772
Date Produced: 07/29/2019

THE MAIL GROUP INC - 1 / CONFIRM DELIVERY INC:

The following is the delivery information for Certified Mail™/RRE item number 9214 8901 0661 5400 0140 8137 95. Our records indicate that this item was delivered on 07/26/2019 at 11:41 a.m. in SEMINOLE, FL 33772. The scanned image of the recipient information is provided below.

Signature of Recipient:

[Signature]

Address of Recipient: 12306 91ST TER SEMINOLE, FL 33772

Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.

Sincerely,
United States Postal Service

The customer reference number shown below is not validated or endorsed by the United States Postal Service. It is solely for customer use.

Reference ID: 92148901066154000140813795 232300
CHRISTOPHER STEVEN LITTLEWOOD 12306 91st Ter Seminole, FL 33772-3216

The customer reference information shown below is not validated or endorsed by the United States Postal Service. It is solely for customer use.
URGENT REMINDER!
YOU MUST ACT NOW!

Earlier this year, you were notified of your obligation to file a CE Form 1, Statement of Financial Interests, for the year ending December 31, 2018. The grace period for filing this form will expire on September 3, 2019 at 5 p.m., and according to our records, you still have not filed your CE Form 1.

Pursuant to State law, an automatic fine of $25 per day for each day late (up to a maximum fine of $1,500) will be assessed against you if your CE Form 1 is not received by September 3, 2019. Failure to file can result in removal from public office or employment. Please file your CE Form 1 immediately with your county Supervisor of Elections!

If you have ANY questions, please contact
State of Florida
Commission on Ethics
(800) 262-8824 or (850) 488-7864.
FORM 1  STATEMENT OF FINANCIAL INTERESTS  2018

Please print or type your name, mailing address, agency name, and position below:

LAST NAME - FIRST NAME - MIDDLE NAME:  
Littlwood

MAILING ADDRESS:  
12306 91st Terrace

CITY:  ZIP:  COUNTY:  
Seminole  33772  Pinellas

NAME OF AGENCY:  Department of Health - FCCDHH  
NAME OF OFFICE OR POSITION HELD OR Sought:  
Councilmember, FL Coordinating Council for the Deaf and HH

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF  ☐ CANDIDATE  OR  ☑ NEW EMPLOYEE OR APPOINTEE

232300

Processed

9-10-19

**** BOTH PARTS OF THIS SECTION MUST BE COMPLETED ****

DISCLOSURE PERIOD:
THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

☐ DECEMBER 31, 2018  OR  ☐ SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR:

MANNER OF CALCULATING REPORTABLE INTERESTS:
FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRE FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):

☐ COMPARATIVE (PERCENTAGE) THRESHOLDS  OR  ☑ DOLLAR VALUE THRESHOLDS

PART A -- PRIMARY SOURCES OF INCOME  [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF SOURCE OF INCOME</th>
<th>SOURCE'S ADDRESS</th>
<th>DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Petersburg College</td>
<td>3200 34th St. S. St. Petersburg, FL</td>
<td>State Community College</td>
</tr>
<tr>
<td></td>
<td>33711</td>
<td>Full-time employer</td>
</tr>
</tbody>
</table>

PART B -- SECONDARY SOURCES OF INCOME  [Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>NAME OF MAJOR SOURCES OF BUSINESS' INCOME</th>
<th>ADDRESS OF SOURCE</th>
<th>PRINCIPAL BUSINESS ACTIVITY OF SOURCE</th>
</tr>
</thead>
</table>

PART C -- REAL PROPERTY  [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

| FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.  
INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

12306 91st Terrace, Seminole, FL - 33772 - Primary residence
8514 93rd Avenue, Seminole, FL - investment rental property
12346 114th Street, Largo, FL - investment rental property
PART D — INTANGIBLE PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>TYPE OF INTANGIBLE</th>
<th>BUSINESS ENTITY TO WHICH THE PROPERTY RELATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRA - CD</td>
<td>Republic Bank</td>
</tr>
<tr>
<td>Savings, Florida Prepaid College Act</td>
<td>Bank of America, Achieva, and FL Prepaid</td>
</tr>
</tbody>
</table>

PART E — LIABILITIES

<table>
<thead>
<tr>
<th>NAME OF CREDITOR</th>
<th>ADDRESS OF CREDITOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationstar, Specialized Loan Svc.</td>
<td>mortgages for primary residence &amp; rental properties</td>
</tr>
<tr>
<td>Wells Fargo Mortgage</td>
<td>addresses change but are available online</td>
</tr>
</tbody>
</table>

PART F — INTERESTS IN SPECIFIED BUSINESSES

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>BUSINESS ENTITY # 1</th>
<th>BUSINESS ENTITY # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

PART G — TRAINING

For elected municipal officers required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

SIGNATURE OF FILER:

Signature: Christopher S. Littlewood

Date Signed: 9/10/2019

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, ________________________________, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: ________________________________

Date Signed: ________________________________

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of Instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics. It will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format) and send it to CEForm1@leg.state.fl.us. Do not file by both mail and email. Choose only one filing method. Form 65 will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2018.
BEFORE THE  
STATE OF FLORIDA  
COMMISSION ON ETHICS  

In re  
Christopher Steven Littlewood  
Council Member  
FL Coordinating Council for the Deaf & Hard of Hearing  

PID#: 232300  

NOTICE OF ASSESSMENT OF AUTOMATIC FINE  

The Commission on Ethics hereby gives notice of an assessment of a fine against you pursuant to Section 112.3145(8)(g), Florida Statutes, due to your failure to timely file your 2018 CE Form 1, Statement Of Financial Interests. Under the law, your 2018 CE Form 1, Statement of Financial Interests, was due by July 1, 2019. The law provided for a penalty-free grace period extending the due date to September 3, 2019. After that date, you accrued fines of $25.00 per day for each day your financial disclosure was late, pursuant to Section 112.3145(8)(g), Florida Statutes.  

Inasmuch as your 2018 CE Form 1 was filed September 10, 2019 with the Commission on Ethics, you are fined the amount of $175.00 ($25.00 per day for 7 day(s) late). This fine must be paid to the Commission on Ethics within 30 days of the date of this notice unless you appeal the fine to the Commission. The Commission has the authority to consider the appeal and waive the fine in whole or in part if your failure to file on time was due to "unusual circumstances" surrounding the failure to file.  

HOW TO APPEAL  

1. Read these instructions carefully before submitting your appeal.  

2. LEGAL AUTHORITY: Appeals are governed by Section 112.3145(8)(g)3, Florida Statutes, and Commission Rule 34-8.215, Florida Administrative Code.  

3. FORMAT: Your appeal must be in writing and mailed to Florida Commission on Ethics, P. O. Drawer 15709, Tallahassee, FL 32317-5709, or delivered to Florida Commission on Ethics, 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303. The appeal may take the form of a letter or you may use the appeal form included in this mailing. The appeal form also is available at the Commission’s website: www.ethics.state.fl.us. Click on "Financial Disclosure" and then the link to the sample appeal form.  

4. DUE DATE: Your appeal must be received by the Commission on Ethics on or before February 24, 2020. NOTE: Failure to timely file an appeal will constitute a waiver of your right to appeal and will result in the entry of a default order against you.  

5. UNUSUAL CIRCUMSTANCES: An appeal must demonstrate that you submitted your CE Form 1 after the extended due date because of "unusual circumstances." "Unusual circumstances" is defined in Commission Rule 34-8.215(4), Florida Administrative Code, as "uncommon, rare, or sudden events over which the reporting individual had no control and which directly result in the failure to act in accordance with the filing requirements." Therefore, circumstances that allowed for time to take steps necessary to file on time do not constitute "unusual circumstances" that will allow the Commission to waive the fine. You have the burden to establish "unusual circumstances." Your appeal must specifically state the circumstances that led to your not filing by September 3, 2019, and must include any documentation or evidence supporting your appeal, such as:  
   a. SICKNESS/INJURY: a statement from attending physician, including dates and nature of the illness or injury;  
   b. LACK OF NOTICE (WRONG ADDRESS): documentation that you did not reside at the address to which notice was sent;  
   c. LACK OF NOTICE (ABSENCE FROM HOME): documentation establishing the period of time of your absence covering the notification period;
d. **CLAIM OF TIMELY FILING OF FINANCIAL DISCLOSURE:** (1) an affidavit from you attesting under oath or affirmation that you filed your financial disclosure and your recollection of when and how you filed and (2) a copy of a certified mail receipt and/or a copy of the completed form which was filed. If you have witnesses to your filing, we also will need an affidavit from each witness. **NOTE:** A claim of having filed the CE Form 1F for the current year does not satisfy the CE Form 1 filing requirement or excuse a late filing;

c. **LEFT PUBLIC POSITION BEFORE DECEMBER 31, 2018:** confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2018; or

d. **UNCLAIMED CERTIFIED MAIL:** if delinquency notice was addressed correctly but not received, you must explain why.

6. **YOUR RIGHT TO A HEARING:** You have the right to have your appeal heard by the Commission and to appear before the Commission at the hearing, but, to exercise this right, you must specifically request a hearing in your appeal. If you do not request a hearing, you will waive your right to a hearing, the Commission will determine the outcome of your appeal based upon the written record (including the documentation you provide and any documentation in your case file), and you will receive no further notice until after the Commission decides your appeal.

**FAILURE TO PAY FINE OR FILE APPEAL WITHIN 30 DAYS**

If you do not timely file an appeal or pay the assessed fine within 30 days of this Notice, a default order will be entered against you and the Commission will take the steps provided by law to collect the fine, including:

- Referral to the CFO of the Department of Financial Services, if you are a salaried state officer or employee, for withholding of a portion of you salary until the fine is satisfied; or
- Referral to your agency's governing body for withholding of a portion of your salary until the fine is satisfied;
- Referral to a collection agency, which can seek garnishment of your wages; and/or
- An additional civil penalty, not limited by this automatic fine, may be imposed if your disclosure statement is filed more than 60 days late and a complaint is filed against you pursuant to Section 112.324, Florida Statutes.

Please contact our office if you have any questions about this matter.

**CERTIFICATE OF MAILING**

I certify that a copy of the foregoing Notice of Assessment of Automatic Fine was furnished to:

**Christopher Steven Littlewood**  
12306 91st Ter  
Seminole, FL 33772 -3216

by Certified Mail on this **Thursday, January 23, 2020.**

[Signature]

**KIMBERLY R. HOLMES**  
Program Administrator

Florida Commission on Ethics  
P. O. Drawer 15709 -or-  
325 John Knox Road, Building E, Ste. 200  
Tallahassee, FL 32317-5709  
Tallahassee, FL 32303

Tel.: (850) 488-7864  
Fax: (850) 488-3077  
Email: disclosure@leg.state.fl.us
The filer has fines for: 2019 (Appeal)

### 2019 Fines and Appeals

<table>
<thead>
<tr>
<th>Form Year 2018 Filed Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Date</td>
</tr>
<tr>
<td>09/10/19</td>
</tr>
</tbody>
</table>

### 2019 Fine Information

<table>
<thead>
<tr>
<th>Fine Balance</th>
<th>Fine Status</th>
<th>Fine Date</th>
<th>Original Assessment</th>
<th>Fine Amount</th>
<th>Last Payment Date</th>
<th>Payment Plan Start Date</th>
<th>Payment Plan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$175.00</td>
<td>Appeal</td>
<td>1/15/2020</td>
<td>$175.00</td>
<td>$175.00</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Fine Address 12306 91st Ter Seminole FL 33772-3216
Org/Suborg FL Coordinating Council for the Deaf & Hard of Hearing -Council Members

### 2019 Fine Payment History

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Description</th>
<th>Amount</th>
<th>Method</th>
<th>Payment ID</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/2020</td>
<td>Fine Levied</td>
<td>+ $175.00</td>
<td></td>
<td></td>
<td>Fined $175.00</td>
</tr>
</tbody>
</table>

Current Balance: $175.00
### 2019 Fine Year Event

#### Chronology

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15/2019</td>
<td>Letter Sent</td>
<td>Form 1 Official List - Form 1</td>
<td>Print Queue: 5/15/2019 1:12 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Official Filers List</td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Confirmed: 5/15/2019 1:12 PM</td>
</tr>
<tr>
<td>07/24/2019</td>
<td>Letter Sent</td>
<td>Certified Letter Sent</td>
<td>Print Queue: 7/24/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Confirmed: 7/24/2019</td>
</tr>
<tr>
<td>08/20/2019</td>
<td>Postcard Sent</td>
<td>Courtesy Postcard Reminder</td>
<td>Print Queue: 8/20/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Confirmed: 8/20/2019</td>
</tr>
</tbody>
</table>

**Letter Sent To:**
Christopher Steven Littlewood  
12306 91st Ter  
Seminole, FL 33772 - 3216

**Letter Sent To:**
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**Letter Sent To:**
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Seminole, FL 33772 - 3216

08/23/2019 Filer  
Communication: voicemail. Advised of requirement to file and consequences if he failed to
file prior to the September 3, 2019, deadline.

09/6/2019 Letter Sent  Courtesy Notice of Fines Accruing
Print Queue: 9/6/2019
Printing
Confirmed: 9/6/2019

Letter Sent To:
Christopher Steven Littlewood
12306 91st Ter
Seminole, FL 33772 -3216

09/10/2019 Form Received Form 1 Received, Signed
Form 1 Received by Emily Prine at COE

Form Received By: Emily Prine
Filing Location: COE
Record Created By: Emily Prine on 09/10/2019

09/10/2019 Filer From: disclosure Sent: Emily Prine
Communication: Tuesday, September 10, 2019
Email 9:11 AM To: 'Chris Littlewood'
We have received your inquiry. We do not offer electronic filing. The form can be downloaded and emailed. Did you email the form? If so, please forward me the original emailed submission. The grace period was September 3, 2019. I have attached the required form for completion. You can scan and email as PDF to
ceform1@leg.state.fl.us

Once the form is filed, you will have the option to appeal the fine. Sincerely, Emily E. Prine Program Specialist/Financial Disclosure 850-488-7864 Florida Commission on Ethics Post Office Drawer 15709 Tallahassee, FL 32317-5709


Good day, I received notice in the mail that you have not received my form 1 for 2018. I recall completing this electronically at the beginning of August. Also, it was my recollection that I had until 9/30 to complete this. The letter now states that I am being fined after 9/3. Regardless, I wish to rectify this immediately (today). I am searching for a link to file online. Any guidance you can provide is appreciated. I have served faithfully on the State Council for more than 8 years. I am hoping if I get this to you asap, I will not be fined. Please let me know.

Thanks, C Chris Littlewood, M.Ed. Instructional
Technology Coordinator  
Center for Public Safety  
Innovation (CPSI)  
http://www.cpsitraining.com

09/10/2019  
Filer  
-----Original Message-----  
Email  
09/10/2019  
Filer  
From: cslittle@gate.net  
Sent: Tuesday, September 10, 2019  
9:14 AM  
To: disclosure  
Subject: 2018 Financial Disclosure Form 1 for Chris Littlewood - Florida Coordinating Council for the Deaf and Hard of Hearing  
Good day, Attached is my disclosure form. Please advise it has been received and electronic signature is OK. I thought I already sent this. Are fines being assessed to me? Let me know if I need to send US mail. Thanks, C  
Chris Littlewood  
cslittle@gate.net  
727.998-0410

09/10/2019  
Filer  
From: COE-Form1  
Sent: Tuesday, September 10, 2019  
9:24 AM  
To:  
'cslittle@gate.net' Subject: RE: 2018 Financial Disclosure Form 1 for Chris Littlewood - Florida Coordinating Council for the Deaf and Hard of Hearing  
Importance: High  
Form received. You have the option to file an appeal or pay the fine. The fine accessed: Appeal form attached.

http://fdms/admin/protected/content/coe/filer_fines_appeals.cfm?filer_id=232300  
1/23/2020
Communication: From: cslittle@gate.net Sent: Tuesday, September 10, 2019 9:52 AM To: disclosure Subject: appeal for Financial Disclosure - 2018 - Littlewood

Good day, Please find my attached appeal of automatic fines. I have sent my form in. This is signed electronically. Please confirm receipt when possible and if I need to send US Mail with a real signature. Thank you. Best, C Chris Littlewood 727.998.0410 cslittle@gate.net FCCDHH Councilmember

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Journal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/15/2020</td>
<td>Fine Levied</td>
<td>1/15/2020 9:29 AM</td>
</tr>
<tr>
<td></td>
<td>$175.00</td>
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</tr>
<tr>
<td>01/15/2020</td>
<td>Notice of Assessed Fine</td>
<td>1/15/2020 9:32 AM</td>
</tr>
<tr>
<td></td>
<td>Initial Fine Notice</td>
<td></td>
</tr>
<tr>
<td>01/23/2020</td>
<td>Fine Appeal</td>
<td>1/23/2020 8:56 AM</td>
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<tr>
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<td>FD 19-004</td>
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<tr>
<td>01/23/2020</td>
<td>Letter Sent</td>
<td>Print Queue: 1/23/2020</td>
</tr>
<tr>
<td></td>
<td>Notice of Assessed Fine</td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td>Filer 1st Fine Letter</td>
<td>Confirmed: 1/23/2020</td>
</tr>
</tbody>
</table>

Letter Sent To:
Christopher Steven Littlewood
12306 91st Ter
Seminole, FL 33772 -3216

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Print Queue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/23/2020</td>
<td>Fine Appeal</td>
<td>1/23/2020</td>
</tr>
<tr>
<td></td>
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<td>Printing</td>
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</table>
Letter Sent To:
Christopher Steven Littlewood
12306 91st Ter
Seminole, FL 33772 - 3216


<table>
<thead>
<tr>
<th>2019 Fine Appeal – FD 19-004</th>
<th>Update Appeal</th>
<th>Withdraw Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assign Attorney</td>
<td>Request More Info</td>
</tr>
<tr>
<td></td>
<td>Record Appeal Outcome</td>
<td></td>
</tr>
</tbody>
</table>

Appeal Status: No Hearing Requested
Active
Appeal Receipt Date: 09/10/2019
Timely Filed: Yes
Print Appeal Letter: Yes
Hearing Requested: No
Appeal Reason: Other, Previously Filed Financial Disclosure
Appeal Notes:
Appeal Number: FD 19-004
Appeal Analyst Assigned:
Final Order Number:
Final Order Date: